



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
INFORMATION SYSTEMS MANAGER II	43	A	7.902
INFORMATION SYSTEMS MANAGER I	41	A	7.905

SERIES CONCEPT

Under general administrative direction, Information Systems Managers plan, organize, direct and control statewide information system activities of at least one or more information system functional areas, and supervise other information technology professionals engaged in handling projects for multiple agencies.

Manage and direct the activities of one or more of the following areas in support of client agencies:

- State central data processing system;
- Statewide computer systems programming, statewide networking system, statewide communications system, and statewide computer programming and applications in support of client organizations;
- Statewide multi-technology platforms such as telephone/PBX systems, radio communications, or data communications systems.

Supervise professional information technology personnel and assume responsibility for project management of various information systems for multiple agencies.

Manage information systems services provided on a multi-platform network with a centralized Data Base Management System and/or manage information systems services for applications on a multi-platform network.

Develop organizational structure, staffing patterns, and resource allocation to meet agency(s) goals and objectives.

Provide overall project management to ensure that all projects are completed timely, in accordance with project specifications, within the contracting agencies' requirements and within projected cost and time parameters; analyze personnel, hardware and software requirements, and all costs associated with the project; establish delivery dates, conduct periodic project reviews, and provide training for project team members.

In cooperation with agency management and technical liaison staff, develop comprehensive plans for each client's agency information technology activities for biennial budget purposes and for the purpose of integrating information technology activities within the client agency.

Provide systems definitions to ensure that client agencies have accurately identified their goals, objectives, outputs desired, and scope of system being requested by conducting interviews with client agency personnel, developing samples of primary output, charting the system, and itemizing the scope of the system.

Construct written proposals which detail the proposed system and serve as a reference document for client agency's personnel and information technology management utilizing information gathered in a client

SERIES CONCEPT (cont'd)

interview and subsequent analysis relating to hardware, software and personnel requirements, including systems objectives, data security provisions, primary outputs, implementation plans, comprehensive cost estimates, time schedules, migration plans and integration of multiple technologies.

Develop and provide cost estimates and biennial budget estimates to user agencies including developmental costs, hardware and software costs, conversion costs and ongoing operating costs for both computer related and personnel expenses; analyze project requirements in terms of hardware, software and personnel requirements, and comparison to similar existing projects using cost estimating tools.

Develop logical systems design by utilizing the systems requirements definition as a basis for developing comprehensive data base definitions, data hierarchy and relations definitions, Warnier/Orr diagrams to show process flow and program definitions, file definitions, update processes and frequencies, input and output screen formats, security requirements and provisions, audit trails, and other information required by the system; develop further specification of hardware requirements for computer terminals, mainframe resource requirements, distributed/personal computer configurations required, back-up and recovery software and procedures, implementation and data base languages required, access methods required, communications networks and protocol required, data and communications interface requirements to existing systems, and any other information required.

Supervise the installation of a system for the client agency and ensure the system meets program specifications; utilize Warnier/Orr diagrams, write programs in the required languages, develop and test the systems, define conversion requirements and processes, document the system, construct the user's manual and train the customer.

Establish, implement, and monitor information systems policies, procedures and standards and monitor information systems activities for adherence to governmental regulations and statutes.

Assess the effectiveness of the current information systems technology resources and capacity analysis and initiate actions for replacement, if necessary.

Participate in statewide information systems planning activities and procurement policy making activities.

Perform related duties as assigned.

CLASS CONCEPTS

Information Systems Manager II: Positions allocated to this class are responsible for multi-departmental, multi-platform technologies, and supervision of Information Systems Manager I's and other information technology professionals.

Information Systems Manager I: Positions allocated to this class manage one or more of the major functional areas described in the series concept; assist customer agencies in developing their Information Systems Plan, resolve conflicts with customer agencies; provide information systems consulting services and guidance; monitor purchase orders and the information systems acquisitions for conformance to established standards and procedures.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Education above the high school level may be substituted for the required experience on the basis of 30 semester credits equals six months of the required experience up to a maximum of one year of the required experience.
- * In order to meet the needs of each agency, the position may require specialized background or skills in order for the incumbent to perform the essential functions required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the class specification.

INFORMATION SYSTEMS MANAGER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in management information systems, computer science or other closely related field which included significant course work in computer science plus six years of professional information systems work experience which involved systems analysis, programming, computer operations, data base management, networking or electronic communications and providing technical support to users, three years of which must have been in a supervisor or project leader capacity in a large automated information systems environment; **OR** one year as Information Systems Manager I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: current computer technology and trends, including information management, communications, networking and data administration, data processing, systems design, programming, operations and control; computer programming languages, systems, and software applications; multi-platform hardware and software. **Working knowledge of:** general purpose systems and data set utilities; current principles, theories, practices and procedures of government management. **Ability to:** define complex data processing problems, select the best course of action, assess costs and present alternatives; design complex mainframe multi-user teleprocessing systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: departmental rules, regulations, policies and procedures; Nevada State administrative process. **Working knowledge of:** Nevada Revised Statutes pertaining to information systems and services; State budgetary process. **General knowledge of:** State personnel rules and regulations as well as policies, procedures and practices.

INFORMATION SYSTEMS MANAGER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in management information systems, computer science or other closely related field which included significant course work in computer science plus five years of professional information systems work experience which involved systems analysis, programming, computer operations, data base management, networking or electronic communications and providing technical support to users, three years of which must have been in a supervisory or project leader capacity in a large automated information systems environment; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: the capability of various computer hardware and software products; computer programming languages, systems, and software applications; multi-platform hardware and software. **Working knowledge of:** management and supervisory principles and practices; budget preparation and

MINIMUM QUALIFICATIONS (cont'd)

INFORMATION SYSTEMS MANAGER I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

implementation; current computer technology and trends, including information management, communications, networking and data administration, data processing, systems design, programming, operations and control; general purpose systems and data set utilities. **General knowledge of:** current principles, theories, practices and procedures of government management; State government administrative processes. **Ability to:** define complex data processing problems, select the best course of action, assess costs and present alternatives; plan and meet current and future requirements for data processing; maintain cooperative and effective working relationships with peers and client agency personnel; communicate effectively both orally and in writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: State administrative process; departmental rules, regulations, policies and procedures; capabilities of various computer hardware and software products. **Working knowledge of:** Nevada Revised Statutes pertaining to information systems and services; State budgetary process. **General knowledge of:** State personnel rules and regulations as well as policies, procedures and practices.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.902</u>	<u>7.905</u>
ESTABLISHED:	7/1/95P 9/16/94PC	7/1/87P 7/18/86C
REVISED:		7/1/95P 9/16/94PC
REVISED:	7/1/97LG	7/1/97LG
REVISED:	10/1/97UC	10/1/97UC
REVISED:		7/29/99R 7/27/00UC
REVISED:	7/17/00R 12/18/00UC	7/17/00R 12/18/00UC